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# Employee Profile

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## INTRODUCTION

The Department of Administration, pursuant to 2-18-102, MCA, is charged in part with:

encouraging and exercising leadership in the development of effective personnel administration within the several agencies in the state and making available the facilities of the department to this end, and

fostering and developing programs for recruitment and selection of capable persons for permanent, seasonal, temporary, and other types of positions and for the improvement of employee effectiveness.

The Department Administration, pursuant to 2-18-201 and 2-18-301, MCA, also is charged in part with:

developing a personnel classification plan for state positions and classes of positions in state service, and

administering the pay program established by the legislature on the basis of merit, internal equity, and competitiveness to external labor markets when fiscally able.

The Employee Profile answers the most frequently asked questions about state employees. The profile also serves to report to the Governor on the status of the Equal Employment Opportunity (EEO) program, required by Executive Order 24-81.

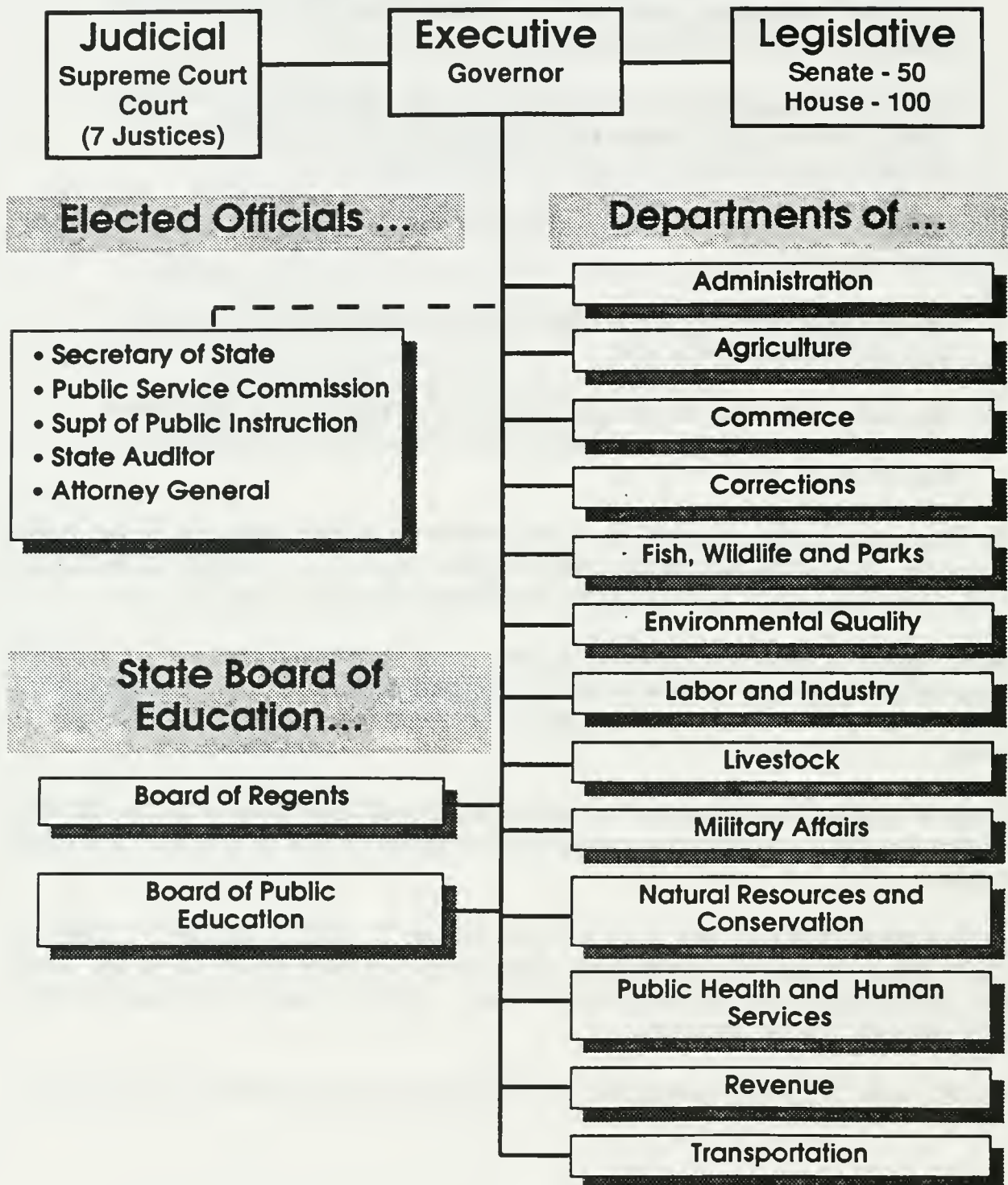
Chapter I contains general statistical information about state employees, such as number of employees by agency, full-time versus part-time employees, number of employees by county, employee leave information, and EEO status (race, sex, disability and age) by agency.

Chapter II contains information on the Equal Employment Opportunity and Classification and Pay Programs and includes information on employee pay by pay plan and EEO category.

The **Employee Profile** covers a period from January 1, 1998 to January 11, 1999 for reports showing new hires, promotions, terminations and leave accumulated and leave taken for vacation, sick, and compensatory time. Other reports are a snapshot of the workforce as of January 11, 1999.

For further information on these topics, contact the State Personnel Division at 444-3871.

# STATE OF MONTANA Organization



## CHAPTER I

### OVERVIEW OF STATE EMPLOYEES

State employees, for the purpose of this overview, are all employees in the executive, judicial and legislative branches of government, except university system employees, state elected officials and legislators.

**Total number employees - 11,568**

permanent - 10,602      temporary - 966      male employees - 5,881      female employees - 5,687

**Average age - 43**

for men - 43

for women - 42

**Total Minority Employees - 404**

Native American Indians - 240

Other Minorities - 164

**Disabled Employees - 346**

**Total Vacation Leave Accrued -**

1,762,806.89 hours

Average balance per employee -

152.39 hours

Average taken per employee -

118.37 hours

*For example, the amount of vacation leave credits available to a full-time employee who has worked for the state 10 years or less is 15 working days per year or 120 hours per year.*

**Total Sick Leave Accrued -**

3,686,046.04 hours

Average balance per employee -

318.64 hours

Average taken per employee -

63.64 hours

*For example, the amount of sick leave credits available to a full-time employee is 12 working days per year or 96 hours per year.*

**Total Non-Exempt Compensatory Time Accrued - 141,640.50 hours**

Average balance per employee -

37.09 hours (3,819 employees with balance)

Average taken per employee -

54.44 hours

*Non-exempt compensatory time means time accrued at a rate of one and one-half hours for each hour of employment for which overtime compensation is required. Accrued time may be taken as approved paid time off at a later date or cashed out in accordance with state policy and federal requirements.*

**Total Exempt Compensatory Time Accrued -**

137,830.70 hours

Average balance per employee -

86.25 hours (1,598 employees with a balance)

Average taken per employee -

100.69 hours

*Exempt compensatory time means time accrued on an hour-for-hour basis for time in a pay status in excess of 40 hours in a workweek. Accrued time may be taken as approved paid time off at a later date.*

**Average Length of Service in State Government -**

9.58 years

Average in current position -

4.16 years

**Average Salary for Permanent Employees-**

Hourly - \$14.01

Annual - \$29,151

These are weighted averages using all pay plans (see Table B page 17).

Average salary for women -

Hourly - \$12.59

Annual - \$26,205

Average salary for men -

Hourly - \$15.40

Annual - \$32,043

STATE OF MONTANA  
NUMBER OF EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                              | Number of Employees |             |              |
|-------------------------------------|---------------------|-------------|--------------|
|                                     | Total*              | Permanent** | Temporary*** |
| ADMINISTRATION                      | 402                 | 386         | 16           |
| AGRICULTURE                         | 90                  | 87          | 3            |
| BOARD OF PUBLIC EDUCATION           | 4                   | 4           | 0            |
| COMMERCE                            | 342                 | 333         | 9            |
| COMMISSIONER OF HIGHER EDUCATION    | 79                  | 75          | 4            |
| COMMISSIONER OF POLITICAL PRACTICES | 4                   | 4           | 0            |
| CONSUMER COUNSEL                    | 5                   | 5           | 0            |
| CORRECTIONS                         | 357                 | 336         | 21           |
| MONTANA STATE PRISON                | 485                 | 479         | 6            |
| TREASURE STATE CTC                  | 27                  | 26          | 1            |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31                  | 26          | 5            |
| PINE HILLS SCHOOL                   | 122                 | 116         | 6            |
| BOARD OF PARDONS                    | 6                   | 6           | 0            |
| ENVIRONMENTAL QUALITY               | 358                 | 347         | 11           |
| FISH WILDLIFE & PARKS               | 636                 | 446         | 190          |
| GOVERNOR'S OFFICE                   | 49                  | 46          | 3            |
| JUSTICE                             | 701                 | 693         | 8            |
| LABOR & INDUSTRY                    | 599                 | 580         | 19           |
| LEGISLATIVE COUNCIL                 | 212                 | 112         | 100          |
| LIVESTOCK                           | 136                 | 132         | 4            |
| MILITARY AFFAIRS                    | 106                 | 101         | 5            |
| MONTANA ARTS COUNCIL                | 5                   | 3           | 2            |
| MONTANA HISTORICAL SOCIETY          | 78                  | 56          | 22           |
| NATURAL RESOURCES & CONSERVATION    | 470                 | 412         | 58           |
| OFFICE OF PUBLIC INSTRUCTION        | 149                 | 131         | 18           |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657               | 1,622       | 35           |
| MONTANA DEVELOPMENTAL CENTER        | 328                 | 300         | 28           |
| MT. MENTAL HEALTH NURSING CARE      | 186                 | 186         | 0            |
| EASTMONT TRAINING CENTER            | 135                 | 109         | 26           |
| MONTANA VETERANS HOME               | 119                 | 98          | 21           |
| MONTANA STATE HOSPITAL              | 465                 | 411         | 54           |
| PUBLIC SERVICE COMMISSION           | 34                  | 34          | 0            |
| REVENUE                             | 614                 | 595         | 19           |
| SCHOOL FOR THE DEAF & BLIND         | 120                 | 104         | 16           |
| SECRETARY OF STATE                  | 41                  | 40          | 1            |
| STATE AUDITOR                       | 64                  | 62          | 2            |
| STATE FUND                          | 236                 | 234         | 2            |
| STATE LIBRARY                       | 48                  | 47          | 1            |
| SUPREME COURT                       | 63                  | 63          | 0            |
| TRANSPORTATION                      | 2,005               | 1,755       | 250          |
| STATE TOTALS:                       | 11,568              | 10,602      | 966          |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
NUMBER OF EMPLOYEES AND FULL-TIME EQUIVALENT BY AGENCY  
January 11, 1999

| Agency                              | Number of<br>Employees* | FTE<br>Employee |
|-------------------------------------|-------------------------|-----------------|
| ADMINISTRATION                      | 402                     | 380.50          |
| *AGRICULTURE                        | 90                      | 82.76           |
| BOARD OF PUBLIC EDUCATION           | 4                       | 4.00            |
| COMMERCE                            | 342                     | 332.60          |
| COMMISSIONER OF HIGHER EDUCATION    | 79                      | 72.07           |
| COMMISSIONER OF POLITICAL PRACTICES | 4                       | 4.00            |
| CONSUMER COUNSEL                    | 5                       | 5.00            |
| CORRECTIONS                         | 357                     | 351.00          |
| MONTANA STATE PRISON                | 485                     | 478.80          |
| TREASURE STATE CTC                  | 27                      | 26.50           |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31                      | 29.70           |
| PINE HILLS SCHOOL                   | 122                     | 121.30          |
| BOARD OF PARDONS                    | 6                       | 6.00            |
| ENVIRONMENTAL QUALITY               | 358                     | 349.50          |
| FISH WILDLIFE & PARKS               | 636                     | 437.10          |
| GOVERNOR'S OFFICE                   | 49                      | 46.75           |
| JUSTICE                             | 701                     | 688.00          |
| LABOR & INDUSTRY                    | 599                     | 595.00          |
| LEGISLATIVE COUNCIL                 | 212                     | 131.60          |
| LIVESTOCK                           | 136                     | 126.80          |
| MILITARY AFFAIRS                    | 106                     | 104.60          |
| MONTANA ARTS COUNCIL                | 5                       | 5.00            |
| MONTANA HISTORICAL SOCIETY          | 78                      | 60.04           |
| NATURAL RESOURCES & CONSERVATION    | 470                     | 413.70          |
| OFFICE OF PUBLIC INSTRUCTION        | 149                     | 132.60          |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657                   | 1,590.00        |
| MONTANA DEVELOPMENTAL CENTER        | 328                     | 321.50          |
| MT. MENTAL HEALTH NURSING CARE      | 186                     | 143.90          |
| EASTMONT TRAINING CENTER            | 135                     | 118.20          |
| MONTANA VETERANS HOME               | 119                     | 90.66           |
| MONTANA STATE HOSPITAL              | 465                     | 458.70          |
| PUBLIC SERVICE COMMISSION           | 34                      | 33.10           |
| REVENUE                             | 614                     | 611.30          |
| SCHOOL FOR THE DEAF & BLIND         | 120                     | 104.90          |
| SECRETARY OF STATE                  | 41                      | 40.40           |
| STATE AUDITOR                       | 64                      | 60.00           |
| STATE FUND                          | 236                     | 232.10          |
| STATE LIBRARY                       | 48                      | 42.09           |
| SUPREME COURT                       | 63                      | 55.25           |
| TRANSPORTATION                      | 2,005                   | 2,002.00        |
| STATE TOTALS:                       | 11,568                  | 10,889.02       |

\*Includes data from all state employees except university systems employees, vo-tech employees, state elected officials, and legislators.

TABLE 3  
STATE OF MONTANA  
NUMBER OF EMPLOYEES BY COUNTY  
January 11, 1999

| County             | Number of Employees* | Permanent** | Temporary*** |
|--------------------|----------------------|-------------|--------------|
| BEAVERHEAD         | 72                   | 55          | 17           |
| BIG HORN           | 48                   | 43          | 5            |
| BLAINE             | 26                   | 24          | 2            |
| BROADWATER         | 10                   | 8           | 2            |
| CARBON             | 25                   | 20          | 5            |
| CARTER             | 2                    | 2           | 0            |
| CASCADE            | 585                  | 535         | 50           |
| CHOUTEAU           | 25                   | 23          | 2            |
| CUSTER             | 280                  | 257         | 23           |
| DANIELS            | 7                    | 6           | 1            |
| DAWSON             | 242                  | 213         | 29           |
| DEER LODGE         | 471                  | 419         | 52           |
| FALLON             | 15                   | 14          | 1            |
| FERGUS             | 303                  | 288         | 15           |
| FLATHEAD           | 467                  | 388         | 79           |
| GALLATIN           | 338                  | 264         | 74           |
| GARFIELD           | 9                    | 9           | 0            |
| GLACIER            | 56                   | 52          | 4            |
| GOLDEN VALLEY      | 5                    | 5           | 0            |
| GRANITE            | 12                   | 9           | 3            |
| HILL               | 92                   | 88          | 4            |
| JEFFERSON          | 387                  | 345         | 42           |
| JUDITH BASIN       | 10                   | 10          | 0            |
| LAKE               | 113                  | 101         | 12           |
| LEWIS & CLARK      | 4,926                | 4,627       | 299          |
| LIBERTY            | 3                    | 3           | 0            |
| LINCOLN            | 88                   | 70          | 18           |
| MADISON            | 20                   | 15          | 5            |
| MCCONE             | 19                   | 18          | 1            |
| MEAGHER            | 17                   | 10          | 7            |
| MINERAL            | 44                   | 32          | 12           |
| MISSOULA           | 601                  | 540         | 61           |
| MUSSELSHELL        | 16                   | 15          | 1            |
| PARK               | 43                   | 41          | 2            |
| PETROLEUM          | 2                    | 1           | 1            |
| PHILLIPS           | 22                   | 20          | 2            |
| PONDERA            | 25                   | 22          | 3            |
| POWDER RIVER       | 25                   | 18          | 7            |
| POWELL             | 674                  | 655         | 19           |
| PRAIRIE            | 8                    | 8           | 0            |
| RAVALLI            | 64                   | 58          | 6            |
| RICHLAND           | 36                   | 35          | 1            |
| ROOSEVELT          | 67                   | 65          | 2            |
| ROSEBUD            | 35                   | 33          | 2            |
| SANDERS            | 50                   | 47          | 3            |
| SHERIDAN           | 18                   | 15          | 3            |
| SILVER BOW         | 291                  | 263         | 28           |
| STILLWATER         | 17                   | 16          | 1            |
| SWEET GRASS        | 17                   | 16          | 1            |
| TETON              | 22                   | 20          | 2            |
| TOOLE              | 46                   | 45          | 1            |
| TREASURE           | 6                    | 6           | 0            |
| VALLEY             | 82                   | 72          | 10           |
| WHEATLAND          | 10                   | 10          | 0            |
| WIBAUX             | 7                    | 6           | 1            |
| YELLOWSTONE        | 640                  | 599         | 41           |
| Z COUNTY NOT INPUT | 27                   | 23          | 4            |
| STATE TOTALS:      | 11,568               | 10,602      | 966          |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
MALE AND FEMALE EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                              | Employees* |       |        | Permanent** |        | Temporary*** |        |
|-------------------------------------|------------|-------|--------|-------------|--------|--------------|--------|
|                                     | Total      | Male  | Female | Male        | Female | Male         | Female |
| ADMINISTRATION                      | 402        | 205   | 197    | 200         | 186    | 5            | 11     |
| AGRICULTURE                         | 90         | 41    | 49     | 39          | 48     | 2            | 1      |
| BOARD OF PUBLIC EDUCATION           | 4          | 2     | 2      | 2           | 2      | 0            | 0      |
| COMMERCE                            | 342        | 161   | 181    | 160         | 173    | 1            | 8      |
| COMMISSIONER OF HIGHER EDUCATION    | 79         | 16    | 63     | 16          | 59     | 0            | 4      |
| COMMISSIONER OF POLITICAL PRACTICES | 4          | 0     | 4      | 0           | 4      | 0            | 0      |
| CONSUMER COUNSEL                    | 5          | 4     | 1      | 4           | 1      | 0            | 0      |
| CORRECTIONS                         | 357        | 183   | 174    | 171         | 165    | 12           | 9      |
| MONTANA STATE PRISON                | 485        | 386   | 99     | 382         | 97     | 4            | 2      |
| TREASURE STATE CTC                  | 27         | 22    | 5      | 21          | 5      | 1            | 0      |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31         | 19    | 12     | 15          | 11     | 4            | 1      |
| PINE HILLS SCHOOL                   | 122        | 87    | 35     | 83          | 33     | 4            | 2      |
| BOARD OF PARDONS                    | 6          | 3     | 3      | 3           | 3      | 0            | 0      |
| ENVIRONMENTAL QUALITY               | 358        | 209   | 149    | 204         | 143    | 5            | 6      |
| FISH WILDLIFE & PARKS               | 636        | 478   | 158    | 343         | 103    | 135          | 55     |
| GOVERNOR'S OFFICE                   | 49         | 17    | 32     | 14          | 32     | 3            | 0      |
| JUSTICE                             | 701        | 362   | 339    | 361         | 332    | 1            | 7      |
| LABOR & INDUSTRY                    | 599        | 230   | 369    | 220         | 360    | 10           | 9      |
| LEGISLATIVE COUNCIL                 | 212        | 79    | 133    | 53          | 59     | 26           | 74     |
| LIVESTOCK                           | 136        | 85    | 51     | 81          | 51     | 4            | 0      |
| MILITARY AFFAIRS                    | 106        | 84    | 22     | 80          | 21     | 4            | 1      |
| MONTANA ARTS COUNCIL                | 5          | 1     | 4      | 1           | 2      | 0            | 2      |
| MONTANA HISTORICAL SOCIETY          | 78         | 34    | 44     | 24          | 32     | 10           | 12     |
| NATURAL RESOURCES & CONSERVATION    | 470        | 329   | 141    | 285         | 127    | 44           | 14     |
| OFFICE OF PUBLIC INSTRUCTION        | 149        | 43    | 106    | 36          | 95     | 7            | 11     |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657      | 308   | 1,349  | 303         | 1,319  | 5            | 30     |
| MONTANA DEVELOPMENTAL CENTER        | 328        | 150   | 178    | 140         | 160    | 10           | 18     |
| MT. MENTAL HEALTH NURSING CARE      | 186        | 35    | 151    | 35          | 151    | 0            | 0      |
| EASTMONT TRAINING CENTER            | 135        | 22    | 113    | 17          | 92     | 5            | 21     |
| MONTANA VETERANS HOME               | 119        | 11    | 108    | 9           | 89     | 2            | 19     |
| MONTANA STATE HOSPITAL              | 465        | 183   | 282    | 165         | 246    | 18           | 36     |
| PUBLIC SERVICE COMMISSION           | 34         | 16    | 18     | 16          | 18     | 0            | 0      |
| REVENUE                             | 614        | 228   | 386    | 220         | 375    | 8            | 11     |
| SCHOOL FOR THE DEAF & BLIND         | 120        | 31    | 89     | 27          | 77     | 4            | 12     |
| SECRETARY OF STATE                  | 41         | 11    | 30     | 11          | 29     | 0            | 1      |
| STATE AUDITOR                       | 64         | 27    | 37     | 27          | 35     | 0            | 2      |
| STATE FUND                          | 236        | 74    | 162    | 74          | 160    | 0            | 2      |
| STATE LIBRARY                       | 48         | 16    | 32     | 16          | 31     | 0            | 1      |
| SUPREME COURT                       | 63         | 18    | 45     | 18          | 45     | 0            | 0      |
| TRANSPORTATION                      | 2,005      | 1,671 | 334    | 1,466       | 289    | 205          | 45     |
| STATE TOTALS:                       | 11,568     | 5,881 | 5,687  | 5,342       | 5,260  | 539          | 427    |

\* Includes data from all state employees except university systems employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

TABLE 5

STATE OF MONTANA  
MINORITY EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                            | Employees* |                 |                  | Permanent**     |                  | Temporary***    |                  |
|-----------------------------------|------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|
|                                   | Total      | American Indian | Other Minorities | American Indian | Other Minorities | American Indian | Other Minorities |
| ADMINISTRATION                    | 402        | 4               | 5                | 4               | 5                | 0               | 0                |
| AGRICULTURE                       | 90         | 1               | 1                | 1               | 1                | 0               | 0                |
| BOARD OF PUBLIC EDUCATION         | 4          | 0               | 0                | 0               | 0                | 0               | 0                |
| COMMERCE                          | 342        | 4               | 2                | 4               | 2                | 0               | 0                |
| COMMISSIONER OF HIGHER EDUCATION  | 79         | 15              | 2                | 12              | 2                | 3               | 0                |
| COMMISSIONER OF POLITICAL         | 4          | 0               | 0                | 0               | 0                | 0               | 0                |
| CONSUMER COUNSEL                  | 5          | 0               | 0                | 0               | 0                | 0               | 0                |
| CORRECTIONS                       | 357        | 3               | 8                | 2               | 8                | 1               | 0                |
| MONTANA STATE PRISON              | 485        | 9               | 13               | 9               | 13               | 0               | 0                |
| TREASURE STATE CTC                | 27         | 0               | 0                | 0               | 0                | 0               | 0                |
| RIVERSIDE YOUTH CORRECTIONAL FACI | 31         | 0               | 2                | 0               | 2                | 0               | 0                |
| PINE HILLS SCHOOL                 | 122        | 4               | 1                | 3               | 1                | 1               | 0                |
| BOARD OF PARDONS                  | 6          | 0               | 0                | 0               | 0                | 0               | 0                |
| ENVIRONMENTAL QUALITY             | 358        | 2               | 10               | 2               | 9                | 0               | 1                |
| FISH WILDLIFE & PARKS             | 636        | 1               | 4                | 0               | 2                | 1               | 2                |
| GOVERNOR'S OFFICE                 | 49         | 3               | 0                | 3               | 0                | 0               | 0                |
| JUSTICE                           | 701        | 8               | 10               | 8               | 10               | 0               | 0                |
| LABOR & INDUSTRY                  | 599        | 12              | 8                | 11              | 6                | 1               | 2                |
| LEGISLATIVE COUNCIL               | 212        | 0               | 0                | 0               | 0                | 0               | 0                |
| LIVESTOCK                         | 136        | 0               | 0                | 0               | 0                | 0               | 0                |
| MILITARY AFFAIRS                  | 106        | 0               | 0                | 0               | 0                | 0               | 0                |
| MONTANA ARTS COUNCIL              | 5          | 0               | 0                | 0               | 0                | 0               | 0                |
| MONTANA HISTORICAL SOCIETY        | 78         | 0               | 0                | 0               | 0                | 0               | 0                |
| NATURAL RESOURCES & CONSERVATION  | 470        | 7               | 3                | 6               | 3                | 1               | 0                |
| OFFICE OF PUBLIC INSTRUCTION      | 149        | 4               | 2                | 4               | 2                | 0               | 0                |
| PUBLIC HEALTH & HUMAN SERVICES    | 1,657      | 45              | 32               | 45              | 32               | 0               | 0                |
| MONTANA DEVELOPMENTAL CENTER      | 328        | 5               | 10               | 5               | 10               | 0               | 0                |
| MT. MENTAL HEALTH NURSING CARE    | 186        | 4               | 4                | 4               | 4                | 0               | 0                |
| EASTMONT TRAINING CENTER          | 135        | 1               | 2                | 1               | 1                | 0               | 1                |
| MONTANA VETERANS HOME             | 119        | 2               | 5                | 2               | 4                | 0               | 1                |
| MONTANA STATE HOSPITAL            | 465        | 12              | 9                | 8               | 8                | 4               | 1                |
| PUBLIC SERVICE COMMISSION         | 34         | 0               | 0                | 0               | 0                | 0               | 0                |
| REVENUE                           | 614        | 6               | 6                | 6               | 6                | 0               | 0                |
| SCHOOL FOR THE DEAF & BLIND       | 120        | 0               | 5                | 0               | 4                | 0               | 1                |
| SECRETARY OF STATE                | 41         | 1               | 0                | 0               | 0                | 1               | 0                |
| STATE AUDITOR                     | 64         | 2               | 0                | 2               | 0                | 0               | 0                |
| STATE FUND                        | 236        | 2               | 3                | 2               | 3                | 0               | 0                |
| STATE LIBRARY                     | 48         | 0               | 1                | 0               | 1                | 0               | 0                |
| SUPREME COURT                     | 63         | 0               | 2                | 0               | 2                | 0               | 0                |
| TRANSPORTATION                    | 2,005      | 83              | 14               | 70              | 12               | 13              | 2                |
| STATE TOTALS:                     | 11,568     | 240             | 164              | 214             | 153              | 26              | 11               |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
DISABLED EMPLOYEES BY AGENCY

January 11, 1999

| Agency                              | Number of<br>Employees* | Employees with Disabilities |             |              |
|-------------------------------------|-------------------------|-----------------------------|-------------|--------------|
|                                     |                         | Total                       | Permanent** | Temporary*** |
| ADMINISTRATION                      | 402                     | 7                           | 6           | 1            |
| AGRICULTURE                         | 90                      | 2                           | 2           | 0            |
| BOARD OF PUBLIC EDUCATION           | 4                       | 0                           | 0           | 0            |
| COMMERCE                            | 342                     | 21                          | 20          | 1            |
| COMMISSIONER OF HIGHER EDUCATION    | 79                      | 0                           | 0           | 0            |
| COMMISSIONER OF POLITICAL PRACTICES | 4                       | 1                           | 1           | 0            |
| CONSUMER COUNSEL                    | 5                       | 0                           | 0           | 0            |
| CORRECTIONS                         | 357                     | 14                          | 12          | 2            |
| MONTANA STATE PRISON                | 485                     | 16                          | 16          | 0            |
| TREASURE STATE CTC                  | 27                      | 3                           | 3           | 0            |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31                      | 0                           | 0           | 0            |
| PINE HILLS SCHOOL                   | 122                     | 3                           | 2           | 1            |
| BOARD OF PARDONS                    | 6                       | 0                           | 0           | 0            |
| ENVIRONMENTAL QUALITY               | 358                     | 13                          | 12          | 1            |
| FISH WILDLIFE & PARKS               | 636                     | 9                           | 7           | 2            |
| GOVERNOR'S OFFICE                   | 49                      | 0                           | 0           | 0            |
| JUSTICE                             | 701                     | 20                          | 20          | 0            |
| LABOR & INDUSTRY                    | 599                     | 34                          | 32          | 2            |
| LEGISLATIVE COUNCIL                 | 212                     | 2                           | 0           | 2            |
| LIVESTOCK                           | 136                     | 0                           | 0           | 0            |
| MILITARY AFFAIRS                    | 106                     | 10                          | 9           | 1            |
| MONTANA ARTS COUNCIL                | 5                       | 0                           | 0           | 0            |
| MONTANA HISTORICAL SOCIETY          | 78                      | 0                           | 0           | 0            |
| NATURAL RESOURCES & CONSERVATION    | 470                     | 15                          | 15          | 0            |
| OFFICE OF PUBLIC INSTRUCTION        | 149                     | 3                           | 2           | 1            |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657                   | 57                          | 57          | 0            |
| MONTANA DEVELOPMENTAL CENTER        | 328                     | 6                           | 6           | 0            |
| MT. MENTAL HEALTH NURSING CARE      | 186                     | 5                           | 5           | 0            |
| EASTMONT TRAINING CENTER            | 135                     | 0                           | 0           | 0            |
| MONTANA VETERANS HOME               | 119                     | 1                           | 1           | 0            |
| MONTANA STATE HOSPITAL              | 465                     | 12                          | 12          | 0            |
| PUBLIC SERVICE COMMISSION           | 34                      | 0                           | 0           | 0            |
| REVENUE                             | 614                     | 13                          | 13          | 0            |
| SCHOOL FOR THE DEAF & BLIND         | 120                     | 11                          | 9           | 2            |
| SECRETARY OF STATE                  | 41                      | 3                           | 2           | 1            |
| STATE AUDITOR                       | 64                      | 0                           | 0           | 0            |
| STATE FUND                          | 236                     | 4                           | 4           | 0            |
| STATE LIBRARY                       | 48                      | 1                           | 1           | 0            |
| SUPREME COURT                       | 63                      | 0                           | 0           | 0            |
| TRANSPORTATION                      | 2,005                   | 60                          | 57          | 3            |
| STATE TOTALS:                       | 11,568                  | 346                         | 326         | 20           |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
AVERAGE AGE OF MALE/FEMALE  
EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                              | Employees*<br>Average<br>Age | Permanent**<br>Average<br>Age | Temporary***<br>Average<br>Age | Male<br>Average<br>Age | Female<br>Average<br>Age |
|-------------------------------------|------------------------------|-------------------------------|--------------------------------|------------------------|--------------------------|
| ADMINISTRATION                      | 43                           | 43                            | 35                             | 43                     | 43                       |
| AGRICULTURE                         | 43                           | 44                            | 34                             | 47                     | 40                       |
| BOARD OF PUBLIC EDUCATION           | 44                           | 44                            | 0                              | 48                     | 40                       |
| COMMERCE                            | 44                           | 44                            | 42                             | 46                     | 43                       |
| COMMISSIONER OF HIGHER EDUCATION    | 42                           | 42                            | 42                             | 46                     | 41                       |
| COMMISSIONER OF POLITICAL PRACTICES | 47                           | 47                            | 0                              | 0                      | 47                       |
| CONSUMER COUNSEL                    | 47                           | 47                            | 0                              | 46                     | 54                       |
| CORRECTIONS                         | 39                           | 42                            | -5                             | 43                     | 35                       |
| MONTANA STATE PRISON                | 42                           | 42                            | 39                             | 42                     | 41                       |
| TREASURE STATE CTC                  | 42                           | 42                            | 41                             | 41                     | 45                       |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 43                           | 42                            | 50                             | 45                     | 41                       |
| PINE HILLS SCHOOL                   | 42                           | 42                            | 34                             | 42                     | 42                       |
| BOARD OF PARDONS                    | 41                           | 41                            | 0                              | 46                     | 35                       |
| ENVIRONMENTAL QUALITY               | 42                           | 42                            | 44                             | 43                     | 41                       |
| FISH WILDLIFE & PARKS               | 41                           | 43                            | 35                             | 41                     | 40                       |
| GOVERNOR'S OFFICE                   | 45                           | 45                            | 49                             | 49                     | 43                       |
| JUSTICE                             | 42                           | 42                            | 31                             | 41                     | 43                       |
| LABOR & INDUSTRY                    | 45                           | 46                            | 38                             | 48                     | 43                       |
| LEGISLATIVE COUNCIL                 | 31                           | 41                            | 19                             | 32                     | 30                       |
| LIVESTOCK                           | 44                           | 44                            | 38                             | 44                     | 44                       |
| MILITARY AFFAIRS                    | 45                           | 45                            | 51                             | 46                     | 45                       |
| MONTANA ARTS COUNCIL                | 38                           | 32                            | 48                             | 0                      | 48                       |
| MONTANA HISTORICAL SOCIETY          | 45                           | 46                            | 44                             | 46                     | 45                       |
| NATURAL RESOURCES & CONSERVATION    | 43                           | 44                            | 36                             | 43                     | 43                       |
| OFFICE OF PUBLIC INSTRUCTION        | 45                           | 45                            | 41                             | 45                     | 45                       |
| PUBLIC HEALTH & HUMAN SERVICES      | 44                           | 44                            | 39                             | 46                     | 43                       |
| MONTANA DEVELOPMENTAL CENTER        | 43                           | 43                            | 36                             | 44                     | 42                       |
| MT. MENTAL HEALTH NURSING CARE      | 42                           | 42                            | 0                              | 43                     | 42                       |
| EASTMONT TRAINING CENTER            | 41                           | 42                            | 36                             | 41                     | 41                       |
| MONTANA VETERANS HOME               | 44                           | 45                            | 38                             | 49                     | 44                       |
| MONTANA STATE HOSPITAL              | 46                           | 46                            | 41                             | 46                     | 45                       |
| PUBLIC SERVICE COMMISSION           | 44                           | 44                            | 0                              | 44                     | 44                       |
| REVENUE                             | 44                           | 44                            | 41                             | 44                     | 43                       |
| SCHOOL FOR THE DEAF & BLIND         | 43                           | 42                            | 48                             | 41                     | 43                       |
| SECRETARY OF STATE                  | 37                           | 37                            | 32                             | 38                     | 37                       |
| STATE AUDITOR                       | 42                           | 42                            | 42                             | 44                     | 41                       |
| STATE FUND                          | 41                           | 41                            | 42                             | 42                     | 40                       |
| STATE LIBRARY                       | 41                           | 42                            | 23                             | 40                     | 42                       |
| SUPREME COURT                       | 42                           | 42                            | 0                              | 39                     | 44                       |
| TRANSPORTATION                      | 43                           | 44                            | 38                             | 43                     | 41                       |
| STATE TOTALS                        | 43                           | 43                            | 35                             | 43                     | 42                       |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
VACATION LEAVE FOR EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                              | Number<br>of<br>Employees* | Vacation Leave Accumulated |                         | Vacation Leave Taken** |                         |
|-------------------------------------|----------------------------|----------------------------|-------------------------|------------------------|-------------------------|
|                                     |                            | Total<br>Accumulated       | Average<br>Per Employee | Total<br>Taken         | Average<br>Per Employee |
| ADMINISTRATION                      | 402                        | 62,698.49                  | 155.97                  | 47,877.70              | 119.10                  |
| AGRICULTURE                         | 90                         | 19,781.34                  | 219.79                  | 10,041.00              | 111.57                  |
| BOARD OF PUBLIC EDUCATION           | 4                          | 700.06                     | 175.02                  | 427.50                 | 106.88                  |
| COMMERCE                            | 342                        | 53,644.65                  | 156.86                  | 41,396.50              | 121.04                  |
| COMMISSIONER OF HIGHER EDUCATION    | 79                         | 10,110.39                  | 127.98                  | 7,611.90               | 96.35                   |
| COMMISSIONER OF POLITICAL PRACTICES | 4                          | 345.49                     | 86.37                   | 641.60                 | 160.40                  |
| CONSUMER COUNSEL                    | 5                          | 1,288.31                   | 257.66                  | 605.00                 | 121.00                  |
| CORRECTIONS                         | 357                        | 57,343.97                  | 160.63                  | 36,168.50              | 101.31                  |
| MONTANA STATE PRISON                | 485                        | 48,892.35                  | 100.81                  | 64,694.80              | 133.39                  |
| TREASURE STATE CTC                  | 27                         | 4,019.02                   | 148.85                  | 3,288.90               | 121.81                  |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31                         | 3,176.74                   | 102.48                  | 2,321.20               | 74.88                   |
| PINE HILLS SCHOOL                   | 122                        | 16,595.61                  | 136.03                  | 14,363.20              | 117.73                  |
| BOARD OF PARDONS                    | 6                          | 1,209.00                   | 201.50                  | 799.00                 | 133.17                  |
| ENVIRONMENTAL QUALITY               | 358                        | 51,937.72                  | 145.08                  | 36,877.20              | 103.01                  |
| FISH WILDLIFE & PARKS               | 636                        | 144,457.13                 | 227.13                  | 74,398.00              | 116.98                  |
| GOVERNOR'S OFFICE                   | 49                         | 9,237.81                   | 188.53                  | 5,875.40               | 119.91                  |
| JUSTICE                             | 701                        | 125,337.83                 | 178.80                  | 84,827.10              | 121.01                  |
| LABOR & INDUSTRY                    | 599                        | 91,784.76                  | 153.23                  | 76,578.00              | 127.84                  |
| LEGISLATIVE COUNCIL                 | 212                        | 18,698.28                  | 88.20                   | 15,082.80              | 71.15                   |
| LIVESTOCK                           | 136                        | 26,367.69                  | 193.88                  | 14,311.10              | 105.23                  |
| MILITARY AFFAIRS                    | 106                        | 18,494.15                  | 174.47                  | 12,523.90              | 118.15                  |
| MONTANA ARTS COUNCIL                | 5                          | 620.21                     | 124.04                  | 285.00                 | 57.00                   |
| MONTANA HISTORICAL SOCIETY          | 78                         | 9,278.27                   | 118.95                  | 6,890.00               | 88.33                   |
| NATURAL RESOURCES & CONSERVATION    | 470                        | 79,505.66                  | 169.16                  | 59,261.00              | 126.09                  |
| OFFICE OF PUBLIC INSTRUCTION        | 149                        | 25,063.13                  | 168.21                  | 14,790.00              | 99.26                   |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657                      | 254,217.91                 | 153.42                  | 198,713.80             | 119.92                  |
| MONTANA DEVELOPMENTAL CENTER        | 328                        | 30,413.93                  | 92.73                   | 42,919.10              | 130.85                  |
| MT. MENTAL HEALTH NURSING CARE      | 186                        | 17,360.20                  | 93.33                   | 16,513.00              | 88.78                   |
| EASTMONT TRAINING CENTER            | 135                        | 11,248.53                  | 83.32                   | 14,308.00              | 105.99                  |
| MONTANA VETERANS HOME               | 119                        | 8,875.37                   | 74.58                   | 10,810.80              | 90.85                   |
| MONTANA STATE HOSPITAL              | 465                        | 61,597.45                  | 132.47                  | 69,794.90              | 150.10                  |
| PUBLIC SERVICE COMMISSION           | 34                         | 8,307.96                   | 244.35                  | 4,137.50               | 121.69                  |
| REVENUE                             | 614                        | 95,487.77                  | 155.52                  | 71,896.50              | 117.10                  |
| SCHOOL FOR THE DEAF & BLIND         | 120                        | 5,261.73                   | 43.85                   | 4,090.20               | 34.09                   |
| SECRETARY OF STATE                  | 41                         | 5,347.23                   | 130.42                  | 4,620.60               | 112.70                  |
| STATE AUDITOR                       | 64                         | 9,020.50                   | 140.95                  | 6,409.80               | 100.15                  |
| STATE FUND                          | 236                        | 30,235.94                  | 128.12                  | 26,194.00              | 110.99                  |
| STATE LIBRARY                       | 48                         | 4,062.92                   | 84.64                   | 5,026.50               | 104.72                  |
| SUPREME COURT                       | 63                         | 6,597.87                   | 104.73                  | 7,022.30               | 111.47                  |
| TRANSPORTATION                      | 2,005                      | 334,183.52                 | 166.68                  | 254,935.80             | 127.15                  |
| STATE TOTALS:                       | 11,568                     | 1,762,806.89               | 152.39                  | 1,369,329.10           | 118.37                  |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials and legislators.

\*\*Leave taken for calendar year.

STATE OF MONTANA  
SICK LEAVE FOR EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                              | Number<br>of<br>Employees* | Sick Leave Accumulated |                         | Sick Leave Taken** |                         |
|-------------------------------------|----------------------------|------------------------|-------------------------|--------------------|-------------------------|
|                                     |                            | Total<br>Accumulated   | Average<br>Per Employee | Total<br>Taken     | Average<br>Per Employee |
| ADMINISTRATION                      | 402                        | 130,836.98             | 325.47                  | 23,480.90          | 58.41                   |
| AGRICULTURE                         | 90                         | 44,779.76              | 497.55                  | 4,247.50           | 47.19                   |
| BOARD OF PUBLIC EDUCATION           | 4                          | 1,177.06               | 294.27                  | 143.00             | 35.75                   |
| COMMERCE                            | 342                        | 104,737.11             | 306.25                  | 22,302.10          | 65.21                   |
| COMMISSIONER OF HIGHER EDUCATION    | 79                         | 14,393.33              | 182.19                  | 5,242.80           | 66.36                   |
| COMMISSIONER OF POLITICAL PRACTICES | 4                          | 592.78                 | 148.20                  | 327.10             | 81.78                   |
| CONSUMER COUNSEL                    | 5                          | 2,687.93               | 537.59                  | 332.50             | 66.50                   |
| CORRECTIONS                         | 357                        | 103,931.95             | 291.13                  | 19,309.50          | 54.09                   |
| MONTANA STATE PRISON                | 485                        | 106,141.92             | 218.85                  | 41,051.30          | 84.64                   |
| TREASURE STATE CTC                  | 27                         | 10,494.75              | 388.69                  | 1,535.90           | 56.89                   |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31                         | 4,697.12               | 151.52                  | 1,314.90           | 42.42                   |
| PINE HILLS SCHOOL                   | 122                        | 32,919.52              | 269.83                  | 7,612.00           | 62.39                   |
| BOARD OF PARDONS                    | 6                          | 5,857.24               | 976.21                  | 137.00             | 22.83                   |
| ENVIRONMENTAL QUALITY               | 358                        | 98,364.66              | 274.76                  | 23,316.40          | 65.13                   |
| FISH WILDLIFE & PARKS               | 636                        | 437,944.33             | 688.59                  | 20,508.80          | 32.25                   |
| GOVERNOR'S OFFICE                   | 49                         | 20,166.84              | 411.57                  | 2,630.40           | 53.68                   |
| JUSTICE                             | 701                        | 264,490.02             | 377.30                  | 44,700.70          | 63.77                   |
| LABOR & INDUSTRY                    | 599                        | 201,316.30             | 336.09                  | 40,379.00          | 67.41                   |
| LEGISLATIVE COUNCIL                 | 212                        | 41,410.33              | 195.33                  | 8,034.30           | 37.90                   |
| LIVESTOCK                           | 136                        | 74,047.70              | 544.47                  | 7,019.20           | 51.61                   |
| MILITARY AFFAIRS                    | 106                        | 45,715.44              | 431.28                  | 6,404.00           | 60.42                   |
| MONTANA ARTS COUNCIL                | 5                          | 769.97                 | 153.99                  | 224.20             | 44.84                   |
| MONTANA HISTORICAL SOCIETY          | 78                         | 17,649.23              | 226.27                  | 3,828.30           | 49.08                   |
| NATURAL RESOURCES & CONSERVATION    | 470                        | 205,366.44             | 436.95                  | 26,585.50          | 56.56                   |
| OFFICE OF PUBLIC INSTRUCTION        | 149                        | 45,134.70              | 302.92                  | 7,189.40           | 48.25                   |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657                      | 439,298.93             | 265.12                  | 115,667.40         | 69.81                   |
| MONTANA DEVELOPMENTAL CENTER        | 328                        | 52,407.04              | 159.78                  | 25,821.50          | 78.72                   |
| MT. MENTAL HEALTH NURSING CARE      | 186                        | 23,278.36              | 125.15                  | 11,599.00          | 62.36                   |
| EASTMONT TRAINING CENTER            | 135                        | 18,818.13              | 139.39                  | 10,287.50          | 76.20                   |
| MONTANA VETERANS HOME               | 119                        | 14,096.34              | 118.46                  | 6,718.80           | 56.46                   |
| MONTANA STATE HOSPITAL              | 465                        | 96,900.28              | 208.39                  | 39,466.80          | 84.87                   |
| PUBLIC SERVICE COMMISSION           | 34                         | 16,539.60              | 486.46                  | 2,056.00           | 60.47                   |
| REVENUE                             | 614                        | 154,277.27             | 251.27                  | 44,299.50          | 72.15                   |
| SCHOOL FOR THE DEAF & BLIND         | 120                        | 36,861.94              | 307.18                  | 4,034.10           | 33.62                   |
| SECRETARY OF STATE                  | 41                         | 7,700.94               | 187.83                  | 2,451.20           | 59.79                   |
| STATE AUDITOR                       | 64                         | 13,834.81              | 216.17                  | 3,390.60           | 52.98                   |
| STATE FUND                          | 236                        | 45,078.94              | 191.01                  | 15,628.50          | 66.22                   |
| STATE LIBRARY                       | 48                         | 4,756.52               | 99.09                   | 2,967.00           | 61.81                   |
| SUPREME COURT                       | 63                         | 10,602.59              | 168.30                  | 4,167.60           | 66.15                   |
| TRANSPORTATION                      | 2,005                      | 735,970.94             | 367.07                  | 129,753.40         | 64.71                   |
| STATE TOTALS:                       | 11,568                     | 3,686,046.04           | 318.64                  | 736,165.60         | 63.64                   |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\*Leave taken for calendar year.

STATE OF MONTANA  
COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES  
BY AGENCY  
January 11, 1999

| Agency                              | Number of Employees*  |                    | Compensatory Time Accumulated |         | Compensatory Time Taken** |                         |
|-------------------------------------|-----------------------|--------------------|-------------------------------|---------|---------------------------|-------------------------|
|                                     | who are<br>Non-Exempt | with<br>Comp. Time | Total                         | Average | Total<br>Taken            | Average<br>Per Employee |
| ADMINISTRATION                      | 269                   | 132                | 3,030.90                      | 22.96   | 5,187.50                  | 39.30                   |
| AGRICULTURE                         | 79                    | 64                 | 1,594.70                      | 24.92   | 4,296.00                  | 67.13                   |
| BOARD OF PUBLIC EDUCATION           | 3                     | 3                  | 155.70                        | 51.90   | 138.50                    | 46.17                   |
| COMMERCE                            | 286                   | 166                | 4,268.60                      | 25.71   | 8,938.50                  | 53.85                   |
| COMMISSIONER OF HIGHER EDUCATION    | 65                    | 46                 | 1,755.60                      | 38.17   | 2,610.80                  | 56.76                   |
| COMMISSIONER OF POLITICAL PRACTICES | 3                     | 2                  | 111.40                        | 55.70   | 169.30                    | 84.65                   |
| CORRECTIONS                         | 310                   | 121                | 2,719.70                      | 22.48   | 14,607.80                 | 120.73                  |
| MONTANA STATE PRISON                | 429                   | 8                  | 116.30                        | 14.54   | 508.80                    | 63.60                   |
| TREASURE STATE CTC                  | 23                    | 4                  | 105.50                        | 26.38   | 624.70                    | 156.18                  |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 25                    | 4                  | 55.40                         | 13.85   | 156.60                    | 39.15                   |
| PINE HILLS SCHOOL                   | 103                   | 24                 | 303.70                        | 12.65   | 1,421.80                  | 59.24                   |
| BOARD OF PARDONS                    | 5                     | 0                  | 0.00                          | 0.00    | 0.00                      | 0.00                    |
| ENVIRONMENTAL QUALITY               | 207                   | 143                | 2,756.60                      | 19.28   | 7,427.90                  | 51.94                   |
| FISH WILDLIFE & PARKS               | 402                   | 269                | 18,417.70                     | 68.47   | 32,901.40                 | 122.31                  |
| GOVERNOR'S OFFICE                   | 15                    | 8                  | 202.90                        | 25.36   | 435.70                    | 54.46                   |
| JUSTICE                             | 603                   | 344                | 12,017.80                     | 34.94   | 13,896.50                 | 40.40                   |
| LABOR & INDUSTRY                    | 558                   | 147                | 2,684.90                      | 18.26   | 6,052.40                  | 41.17                   |
| LEGISLATIVE COUNCIL                 | 2                     | 0                  | 0.00                          | 0.00    | 0.00                      | 0.00                    |
| LIVESTOCK                           | 119                   | 66                 | 6,436.50                      | 97.52   | 6,756.40                  | 102.37                  |
| MILITARY AFFAIRS                    | 97                    | 61                 | 2,263.10                      | 37.10   | 3,817.70                  | 62.59                   |
| MONTANA ARTS COUNCIL                | 1                     | 1                  | 10.50                         | 10.50   | 13.50                     | 13.50                   |
| MONTANA HISTORICAL SOCIETY          | 65                    | 33                 | 1,105.60                      | 33.50   | 1,328.50                  | 40.26                   |
| NATURAL RESOURCES & CONSERVATION    | 174                   | 26                 | 284.10                        | 10.93   | 587.50                    | 22.60                   |
| OFFICE OF PUBLIC INSTRUCTION        | 79                    | 45                 | 2,476.80                      | 55.04   | 2,540.50                  | 56.46                   |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,549                 | 848                | 27,271.70                     | 32.16   | 40,861.70                 | 48.19                   |
| MONTANA DEVELOPMENTAL CENTER        | 1                     | 0                  | 0.00                          | 0.00    | 0.00                      | 0.00                    |
| MT. MENTAL HEALTH NURSING CARE      | 154                   | 4                  | 125.40                        | 31.35   | 386.70                    | 96.68                   |
| EASTMONT TRAINING CENTER            | 19                    | 11                 | 55.60                         | 5.05    | 308.80                    | 28.07                   |
| MONTANA VETERANS HOME               | 95                    | 1                  | 32.30                         | 32.30   | 69.20                     | 69.20                   |
| MONTANA STATE HOSPITAL              | 396                   | 28                 | 711.40                        | 25.41   | 886.80                    | 31.67                   |
| PUBLIC SERVICE COMMISSION           | 14                    | 11                 | 363.60                        | 33.05   | 166.30                    | 15.12                   |
| REVENUE                             | 580                   | 321                | 9,756.90                      | 30.40   | 11,179.40                 | 34.83                   |
| SCHOOL FOR THE DEAF & BLIND         | 75                    | 11                 | 151.00                        | 13.73   | 228.10                    | 20.74                   |
| SECRETARY OF STATE                  | 30                    | 21                 | 143.60                        | 6.84    | 262.10                    | 12.48                   |
| STATE AUDITOR                       | 33                    | 9                  | 45.70                         | 5.08    | 291.60                    | 32.40                   |
| STATE FUND                          | 192                   | 67                 | 920.60                        | 13.74   | 2,857.20                  | 42.64                   |
| STATE LIBRARY                       | 40                    | 21                 | 149.40                        | 7.11    | 1,006.50                  | 47.93                   |
| SUPREME COURT                       | 29                    | 7                  | 123.10                        | 17.59   | 471.00                    | 67.29                   |
| TRANSPORTATION                      | 1,909                 | 742                | 38,916.20                     | 52.45   | 34,516.10                 | 46.52                   |
| STATE TOTALS:                       | 9,038                 | 3,819              | 141,640.50                    | 37.09   | 207,909.80                | 54.44                   |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials and legislators.

\*\*Leave taken for calendar year.

STATE OF MONTANA  
COMPENSATORY TIME FOR EXEMPT EMPLOYEES  
BY AGENCY  
January 11, 1999

| Agency                              | Number of Employees* |                 | Compensatory Time Accumulated |         | Compensatory Time Taken** |                      |
|-------------------------------------|----------------------|-----------------|-------------------------------|---------|---------------------------|----------------------|
|                                     | who are Exempt       | with Comp. Time | Total                         | Average | Total Taken               | Average Per Employee |
| ADMINISTRATION                      | 133                  | 101             | 7,432.30                      | 73.59   | 6,570.50                  | 65.05                |
| AGRICULTURE                         | 11                   | 11              | 3,115.60                      | 283.24  | 1,539.00                  | 139.91               |
| BOARD OF PUBLIC EDUCATION           | 1                    | 1               | 85.00                         | 85.00   | 143.50                    | 143.50               |
| COMMERCE                            | 56                   | 47              | 3,267.70                      | 69.53   | 5,613.00                  | 119.43               |
| COMMISSIONER OF HIGHER EDUCATION    | 14                   | 12              | 1,003.90                      | 83.66   | 1,016.30                  | 84.69                |
| COMMISSIONER OF POLITICAL PRACTICES | 1                    | 0               | 0.00                          | 0.00    | 54.00                     | 0.00                 |
| CONSUMER COUNSEL                    | 5                    | 4               | 186.20                        | 46.55   | 828.50                    | 207.13               |
| CORRECTIONS                         | 47                   | 38              | 4,610.70                      | 121.33  | 4,086.70                  | 107.54               |
| MONTANA STATE PRISON                | 56                   | 35              | 2,740.00                      | 78.29   | 3,643.50                  | 104.10               |
| TREASURE STATE CTC                  | 4                    | 4               | 339.90                        | 84.98   | 336.00                    | 84.00                |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 6                    | 2               | 6.00                          | 3.00    | 54.00                     | 27.00                |
| PINE HILLS SCHOOL                   | 19                   | 17              | 499.80                        | 29.40   | 258.50                    | 15.21                |
| BOARD OF PARDONS                    | 1                    | 1               | 50.50                         | 50.50   | 83.00                     | 83.00                |
| ENVIRONMENTAL QUALITY               | 151                  | 125             | 6,979.30                      | 55.83   | 9,565.10                  | 76.52                |
| FISH WILDLIFE & PARKS               | 234                  | 223             | 29,487.10                     | 132.23  | 36,801.00                 | 165.03               |
| GOVERNOR'S OFFICE                   | 34                   | 28              | 2,775.50                      | 99.13   | 2,975.20                  | 106.26               |
| JUSTICE                             | 98                   | 86              | 6,322.40                      | 73.52   | 8,222.90                  | 95.62                |
| LABOR & INDUSTRY                    | 41                   | 36              | 2,519.50                      | 69.99   | 2,417.00                  | 67.14                |
| LEGISLATIVE COUNCIL                 | 210                  | 92              | 14,512.00                     | 157.74  | 7,783.90                  | 84.61                |
| LIVESTOCK                           | 17                   | 13              | 1,464.60                      | 112.66  | 1,298.40                  | 99.88                |
| MILITARY AFFAIRS                    | 9                    | 8               | 1,959.40                      | 244.93  | 750.00                    | 93.75                |
| MONTANA ARTS COUNCIL                | 4                    | 4               | 1,551.50                      | 387.88  | 731.70                    | 182.93               |
| MONTANA HISTORICAL SOCIETY          | 13                   | 9               | 1,494.60                      | 166.07  | 738.00                    | 82.00                |
| NATURAL RESOURCES & CONSERVATION    | 296                  | 221             | 9,831.20                      | 44.49   | 24,188.50                 | 109.45               |
| OFFICE OF PUBLIC INSTRUCTION        | 70                   | 57              | 6,530.70                      | 114.57  | 9,632.40                  | 168.99               |
| PUBLIC HEALTH & HUMAN SERVICES      | 108                  | 99              | 5,388.80                      | 54.43   | 7,292.90                  | 73.67                |
| MONTANA DEVELOPMENTAL CENTER        | 327                  | 22              | 846.50                        | 38.48   | 1,182.50                  | 53.75                |
| MT. MENTAL HEALTH NURSING CARE      | 32                   | 22              | 588.50                        | 26.75   | 1,256.50                  | 57.11                |
| EASTMONT TRAINING CENTER            | 116                  | 7               | 220.50                        | 31.50   | 907.50                    | 129.64               |
| MONTANA VETERANS HOME               | 24                   | 15              | 331.10                        | 22.07   | 435.30                    | 29.02                |
| MONTANA STATE HOSPITAL              | 69                   | 59              | 2,602.60                      | 44.11   | 4,767.20                  | 80.80                |
| PUBLIC SERVICE COMMISSION           | 20                   | 18              | 1,161.90                      | 64.55   | 1,152.50                  | 64.03                |
| REVENUE                             | 34                   | 34              | 5,810.80                      | 170.91  | 2,294.50                  | 67.49                |
| SCHOOL FOR THE DEAF & BLIND         | 45                   | 12              | 105.50                        | 8.79    | 53.10                     | 4.43                 |
| SECRETARY OF STATE                  | 11                   | 9               | 819.20                        | 91.02   | 1,060.10                  | 117.79               |
| STATE AUDITOR                       | 31                   | 23              | 970.90                        | 42.21   | 2,070.80                  | 90.03                |
| STATE FUND                          | 44                   | 10              | 238.30                        | 23.83   | 202.50                    | 20.25                |
| STATE LIBRARY                       | 8                    | 6               | 165.30                        | 27.55   | 364.00                    | 60.67                |
| SUPREME COURT                       | 34                   | 6               | 760.80                        | 126.80  | 610.30                    | 101.72               |
| TRANSPORTATION                      | 96                   | 81              | 9,054.60                      | 111.79  | 7,916.50                  | 97.73                |
| STATE TOTALS:                       | 2,530                | 1,598           | 137,830.70                    | 86.25   | 160,896.80                | 100.69               |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\*Leave taken for calendar year.

STATE OF MONTANA  
LENGTH OF SERVICE FOR EMPLOYEES BY AGENCY  
January 11, 1999

| Agency                              | Number<br>of<br>Employees* | Average Length of Service |                          |
|-------------------------------------|----------------------------|---------------------------|--------------------------|
|                                     |                            | in State<br>Government    | in Current<br>Position** |
| ADMINISTRATION                      | 402                        | 9.70                      | 4.31                     |
| AGRICULTURE                         | 90                         | 10.41                     | 6.58                     |
| BOARD OF PUBLIC EDUCATION           | 4                          | 4.75                      | 4.25                     |
| COMMERCE                            | 342                        | 8.33                      | 4.49                     |
| COMMISSIONER OF HIGHER EDUCATION    | 79                         | 5.73                      | 3.54                     |
| COMMISSIONER OF POLITICAL PRACTICES | 4                          | 6.50                      | 4.75                     |
| CONSUMER COUNSEL                    | 5                          | 13.60                     | 11.80                    |
| CORRECTIONS                         | 357                        | 7.19                      | 3.05                     |
| MONTANA STATE PRISON                | 485                        | 8.41                      | 3.48                     |
| TREASURE STATE CTC                  | 27                         | 7.96                      | 2.85                     |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 31                         | 4.45                      | 1.29                     |
| PINE HILLS SCHOOL                   | 122                        | 8.29                      | 1.64                     |
| BOARD OF PARDONS                    | 6                          | 13.67                     | 4.83                     |
| ENVIRONMENTAL QUALITY               | 358                        | 8.39                      | 3.22                     |
| FISH WILDLIFE & PARKS               | 636                        | 10.90                     | 5.69                     |
| GOVERNOR'S OFFICE                   | 49                         | 10.37                     | 5.63                     |
| JUSTICE                             | 701                        | 9.18                      | 4.74                     |
| LABOR & INDUSTRY                    | 599                        | 10.53                     | 4.14                     |
| LEGISLATIVE COUNCIL                 | 212                        | 10.69                     | 6.13                     |
| LIVESTOCK                           | 136                        | 10.25                     | 5.89                     |
| MILITARY AFFAIRS                    | 106                        | 10.14                     | 5.29                     |
| MONTANA ARTS COUNCIL                | 5                          | 5.80                      | 5.80                     |
| MONTANA HISTORICAL SOCIETY          | 78                         | 7.17                      | 4.82                     |
| NATURAL RESOURCES & CONSERVATION    | 470                        | 11.21                     | 4.34                     |
| OFFICE OF PUBLIC INSTRUCTION        | 149                        | 9.48                      | 4.78                     |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,657                      | 9.45                      | 4.35                     |
| MONTANA DEVELOPMENTAL CENTER        | 328                        | 9.34                      | 1.55                     |
| MT. MENTAL HEALTH NURSING CARE      | 186                        | 5.34                      | 1.34                     |
| EASTMONT TRAINING CENTER            | 135                        | 6.52                      | 1.84                     |
| MONTANA VETERANS HOME               | 119                        | 7.48                      | 1.57                     |
| MONTANA STATE HOSPITAL              | 465                        | 13.36                     | 2.42                     |
| PUBLIC SERVICE COMMISSION           | 34                         | 14.56                     | 8.09                     |
| REVENUE                             | 614                        | 9.85                      | 4.85                     |
| SCHOOL FOR THE DEAF & BLIND         | 120                        | 8.64                      | 5.09                     |
| SECRETARY OF STATE                  | 41                         | 6.34                      | 2.90                     |
| STATE AUDITOR                       | 64                         | 5.89                      | 3.02                     |
| STATE FUND                          | 236                        | 6.17                      | 2.59                     |
| STATE LIBRARY                       | 48                         | 6.29                      | 2.94                     |
| SUPREME COURT                       | 63                         | 7.84                      | 4.63                     |
| TRANSPORTATION                      | 2,005                      | 10.55                     | 4.64                     |
| STATE TOTALS:                       | 11,568                     | 9.58                      | 4.16                     |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\*Average length of service in current position" is affected by the reorganization. Employees were given a new start date of July 1, 1995.

## CHAPTER II

### EQUAL EMPLOYMENT OPPORTUNITY AND CLASSIFICATION AND PAY PROGRAMS

In 1981, the State of Montana affirmed its commitment to fair employment practices with Executive Order 24-81. The Executive Order commits the executive branch of government to an Equal Employment Opportunity (EEO) Program. The program objective is to "eliminate discrimination in personnel salaries and procedures, job structuring and classification, hiring, firing, promoting and training." The Department of Administration is required to implement and maintain the program.

As part of the EEO Program, the Department of Administration established a statewide Affirmative Action (AA) Program. The goal is to equalize employment opportunities for those groups of people historically denied equal access—women, minorities and people with disabilities. An EEO Officer in each agency develops the agency's program and works with managers to identify and correct discriminatory practices. Table A compares EEO statistics for this year to the last **Employee Profile**.

**TABLE A**  
**STATE OF MONTANA**  
**BY EEO CATEGORY AND HISTORICALLY UNDERREPRESENTED GROUPS**  
**PERMANENT EMPLOYEES ONLY**  
**COMPARING January 05, 1998 TO January 11, 1999**

| EEO Category               | Total Number  |               | Female       |              | Minorities |            | Disabled   |            |
|----------------------------|---------------|---------------|--------------|--------------|------------|------------|------------|------------|
|                            | 98            | 99            | 98           | 99           | 98         | 99         | 98         | 99         |
| ADMINISTRATORS & OFFICIALS | 819           | 947           | 241          | 278          | 13         | 18         | 25         | 32         |
| PROFESSIONALS              | 4,310         | 4,225         | 2,141        | 2,083        | 121        | 121        | 137        | 135        |
| TECHNICIANS                | 2,069         | 2,200         | 1,342        | 1,493        | 66         | 69         | 69         | 75         |
| PROTECTIVE SERVICES        | 693           | 760           | 82           | 99           | 22         | 34         | 17         | 20         |
| PARA PROFESSIONAL          | 684           | 606           | 439          | 425          | 39         | 29         | 11         | 11         |
| CLERICAL                   | 858           | 787           | 761          | 696          | 30         | 39         | 24         | 23         |
| SKILLED CRAFT              | 677           | 681           | 25           | 31           | 42         | 43         | 17         | 17         |
| SERVICE & MAINTENANCE      | 335           | 350           | 116          | 120          | 12         | 13         | 10         | 12         |
| <b>STATE TOTALS:</b>       | <b>10,445</b> | <b>10,556</b> | <b>5,147</b> | <b>5,225</b> | <b>345</b> | <b>366</b> | <b>310</b> | <b>325</b> |

As part of the Classification and Pay Program, the State operates the following pay plans: Statewide Classified, Blue Collar, Teachers, Physicians, and Exempt (exempt from classification and pay plan). The number of employees by agency and pay plan is found in Table B on the next page. Pay information by pay plan is found in Tables 17, 18 and 19.

Pay ranges for grades in the Statewide Classified Plan where most employees are located are based on pay surveys of employers within Montana and of contiguous state governments. Pay ranges for the Physicians Pay Plan are established through analysis of the labor market. Employee pay within these pay ranges is affected by agency application of discretionary pay policies, by longevity increments, and by negotiated pay raises approved by the legislature.

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TABLE B  
STATE OF MONTANA  
NUMBER OF PERMANENT EMPLOYEES BY PAY PLAN  
January 11, 1999

| Agency                              | Number<br>of<br>Employees* | Number of Employees in Pay Plans**   |                       |                 |                   |                  |
|-------------------------------------|----------------------------|--------------------------------------|-----------------------|-----------------|-------------------|------------------|
|                                     |                            | Statewide<br>Classified<br>060 & 068 | Blue<br>Collar<br>062 | Teachers<br>064 | Physicians<br>067 | Exempt***<br>000 |
| ADMINISTRATION                      | 386                        | 373                                  | 11                    | 0               | 0                 | 2                |
| AGRICULTURE                         | 87                         | 85                                   | 0                     | 0               | 0                 | 2                |
| BOARD OF PUBLIC EDUCATION           | 4                          | 3                                    | 0                     | 0               | 0                 | 1                |
| COMMERCE                            | 333                        | 322                                  | 0                     | 0               | 0                 | 10               |
| COMMISSIONER OF HIGHER EDUCATION    | 75                         | 61                                   | 0                     | 0               | 0                 | 14               |
| COMMISSIONER OF POLITICAL PRACTICES | 4                          | 3                                    | 0                     | 0               | 0                 | 1                |
| CONSUMER COUNSEL                    | 5                          | 0                                    | 0                     | 0               | 0                 | 5                |
| CORRECTIONS                         | 336                        | 328                                  | 1                     | 0               | 1                 | 1                |
| MONTANA STATE PRISON                | 479                        | 453                                  | 9                     | 17              | 0                 | 0                |
| TREASURE STATE CTC                  | 26                         | 24                                   | 0                     | 1               | 0                 | 0                |
| RIVERSIDE YOUTH CORRECTIONAL FACI   | 26                         | 22                                   | 0                     | 3               | 0                 | 0                |
| PINE HILLS SCHOOL                   | 116                        | 104                                  | 0                     | 12              | 0                 | 0                |
| BOARD OF PARDONS                    | 8                          | 6                                    | 0                     | 0               | 0                 | 0                |
| ENVIRONMENTAL QUALITY               | 347                        | 344                                  | 0                     | 0               | 0                 | 1                |
| FISH WILDLIFE & PARKS               | 446                        | 445                                  | 0                     | 0               | 0                 | 1                |
| GOVERNOR'S OFFICE                   | 46                         | 27                                   | 0                     | 0               | 0                 | 19               |
| JUSTICE                             | 693                        | 675                                  | 0                     | 0               | 1                 | 17               |
| LABOR & INDUSTRY                    | 580                        | 570                                  | 0                     | 0               | 0                 | 8                |
| LEGISLATIVE COUNCIL                 | 112                        | 0                                    | 0                     | 0               | 0                 | 112              |
| LIVESTOCK                           | 132                        | 132                                  | 0                     | 0               | 0                 | 0                |
| MILITARY AFFAIRS                    | 101                        | 93                                   | 7                     | 0               | 0                 | 1                |
| MONTANA ARTS COUNCIL                | 3                          | 3                                    | 0                     | 0               | 0                 | 0                |
| MONTANA HISTORICAL SOCIETY          | 56                         | 54                                   | 1                     | 0               | 0                 | 1                |
| NATURAL RESOURCES & CONSERVATION    | 412                        | 397                                  | 11                    | 0               | 0                 | 4                |
| OFFICE OF PUBLIC INSTRUCTION        | 131                        | 117                                  | 0                     | 0               | 0                 | 12               |
| PUBLIC HEALTH & HUMAN SERVICES      | 1,622                      | 1,604                                | 5                     | 0               | 1                 | 3                |
| MONTANA DEVELOPMENTAL CENTER        | 300                        | 294                                  | 6                     | 0               | 0                 | 0                |
| MT. MENTAL HEALTH NURSING CARE      | 186                        | 186                                  | 0                     | 0               | 0                 | 0                |
| EASTMONT TRAINING CENTER            | 109                        | 109                                  | 0                     | 0               | 0                 | 0                |
| MONTANA VETERANS HOME               | 98                         | 98                                   | 0                     | 0               | 0                 | 0                |
| MONTANA STATE HOSPITAL              | 411                        | 379                                  | 22                    | 3               | 6                 | 1                |
| PUBLIC SERVICE COMMISSION           | 34                         | 24                                   | 0                     | 0               | 0                 | 10               |
| REVENUE                             | 595                        | 587                                  | 7                     | 0               | 0                 | 1                |
| SCHOOL FOR THE DEAF & BLIND         | 104                        | 38                                   | 0                     | 0               | 0                 | 66               |
| SECRETARY OF STATE                  | 40                         | 29                                   | 0                     | 0               | 0                 | 11               |
| STATE AUDITOR                       | 62                         | 51                                   | 0                     | 0               | 0                 | 11               |
| STATE FUND                          | 234                        | 0                                    | 0                     | 0               | 0                 | 211              |
| STATE LIBRARY                       | 47                         | 47                                   | 0                     | 0               | 0                 | 0                |
| SUPREME COURT                       | 63                         | 0                                    | 0                     | 0               | 0                 | 63               |
| TRANSPORTATION                      | 1,755                      | 1,155                                | 599                   | 0               | 0                 | 1                |
| STATE TOTALS:                       | 10,602                     | 9,242                                | 879                   | 36              | 9                 | 590              |

\* Includes data from all state employees except university systems employees, vo-techs employees, state elected officials and legislators.

\*\* MCA 2-18(1-3) provides for the various classification and pay plans for state employees.

\*\*\*Contains employees who are exempt from any classification and pay plan.

STATE OF MONTANA  
EMPLOYEES BY EEO CATEGORY  
January 11, 1999

| EEO Category               | Employees* | Permanent** | Temporary*** |
|----------------------------|------------|-------------|--------------|
| ADMINISTRATORS & OFFICIALS | 958        | 947         | 11           |
| PROFESSIONALS              | 4,364      | 4,225       | 139          |
| TECHNICIANS                | 2,406      | 2,200       | 206          |
| PROTECTIVE SERVICES        | 797        | 760         | 37           |
| PARA PROFESSIONAL          | 710        | 606         | 104          |
| CLERICAL                   | 991        | 787         | 204          |
| SKILLED CRAFT              | 833        | 681         | 152          |
| SERVICE & MAINTENANCE      | 452        | 350         | 102          |
| STATE TOTALS:              | 11,511     | 10,556      | 955          |

HISTORICALLY UNDERREPRESENTED GROUPS  
FOR PERMANENT EMPLOYEES ONLY  
January 11, 1999

| EEO Category               | Employees |        |            |          |
|----------------------------|-----------|--------|------------|----------|
|                            | Total     | Female | Minorities | Disabled |
| ADMINISTRATORS & OFFICIALS | 947       | 278    | 18         | 32       |
| PROFESSIONALS              | 4,225     | 2,083  | 121        | 135      |
| TECHNICIANS                | 2,200     | 1,493  | 69         | 75       |
| PROTECTIVE SERVICES        | 760       | 99     | 34         | 20       |
| PARA PROFESSIONAL          | 606       | 425    | 29         | 11       |
| CLERICAL                   | 787       | 696    | 39         | 23       |
| SKILLED CRAFT              | 681       | 31     | 43         | 17       |
| SERVICE & MAINTENANCE      | 350       | 120    | 13         | 12       |
| STATE TOTALS:              | 10,556    | 5,225  | 366        | 325      |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
STATEWIDE SUMMARY ON AGE  
January 11, 1999

EMPLOYEE AGE BREAKDOWN

| Age Group     | Number of Employees* | Percent |
|---------------|----------------------|---------|
| 19 & UNDER    | 35                   | 0.30    |
| 20 - 24       | 278                  | 2.41    |
| 25 - 29       | 751                  | 6.52    |
| 30 - 34       | 1,118                | 9.71    |
| 35 - 39       | 1,613                | 14.01   |
| 40 - 44       | 2,116                | 18.38   |
| 45 - 49       | 2,393                | 20.79   |
| 50 - 54       | 1,713                | 14.88   |
| 55 - 59       | 1,004                | 8.72    |
| 60 - 64       | 361                  | 3.13    |
| 65 - 69       | 68                   | 0.59    |
| 70 - 74       | 20                   | 0.17    |
| 75 - 79       | 6                    | 0.05    |
| 80 & OVER     | 4                    | 0.03    |
| AGE NOT INPUT | 27                   | 0.23    |
| STATE TOTALS: | 11,507               | 99.96   |

AVERAGE AGE OF EMPLOYEES BY EEO CATEGORY

| EEO Category               | Employees*<br>Average<br>Age | Permanent**<br>Average<br>Age | Temporary***<br>Average<br>Age | Male*<br>Average<br>Age | Female*<br>Average<br>Age |
|----------------------------|------------------------------|-------------------------------|--------------------------------|-------------------------|---------------------------|
| ADMINISTRATORS & OFFICIALS | 47                           | 47                            | 52                             | 48                      | 46                        |
| PROFESSIONALS              | 43                           | 43                            | 40                             | 44                      | 42                        |
| TECHNICIANS                | 43                           | 43                            | 35                             | 42                      | 43                        |
| PROTECTIVE SERVICES        | 38                           | 40                            | 14                             | 40                      | 30                        |
| PARA PROFESSIONAL          | 41                           | 42                            | 37                             | 42                      | 41                        |
| CLERICAL                   | 40                           | 44                            | 27                             | 36                      | 41                        |
| SKILLED CRAFT              | 45                           | 45                            | 41                             | 45                      | 44                        |
| SERVICE & MAINTENANCE      | 44                           | 46                            | 37                             | 44                      | 44                        |
| STATE TOTALS               | 43                           | 43                            | 35                             | 43                      | 42                        |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

\*\* Includes full-time and part-time employees.

\*\*\*Includes temporary, seasonal, and intermittent employees.

STATE OF MONTANA  
AVERAGE ANNUAL PAY OF MALE/FEMALE  
EMPLOYEES BY EEO CATEGORY  
January 11, 1999

STATEWIDE PAY PLAN 060

| EEO Category               | Total      |             | Male       |             | Female     |             |
|----------------------------|------------|-------------|------------|-------------|------------|-------------|
|                            | Employees* | Average Pay | Employees* | Average Pay | Employees* | Average Pay |
| ADMINISTRATORS & OFFICIALS | 792        | 44,411.89   | 549        | 45,404.54   | 243        | 42,169.30   |
| PROFESSIONALS              | 3,685      | 31,492.29   | 1,853      | 32,953.79   | 1,832      | 30,014.04   |
| TECHNICIANS                | 2,355      | 23,700.20   | 817        | 25,303.01   | 1,538      | 22,848.77   |
| PROTECTIVE SERVICES        | 794        | 25,107.49   | 685        | 25,576.44   | 109        | 22,160.40   |
| PARA PROFESSIONAL          | 656        | 18,783.00   | 212        | 19,829.07   | 444        | 18,283.53   |
| CLERICAL                   | 792        | 17,476.46   | 98         | 17,463.51   | 694        | 17,478.29   |
| SKILLED CRAFT              | 87         | 27,346.50   | 69         | 28,124.01   | 18         | 24,366.04   |
| SERVICE & MAINTENANCE      | 381        | 19,682.15   | 232        | 21,992.86   | 149        | 16,084.40   |
| STATE TOTALS:              | 9,542      | 27,563.79   | 4,515      | 30,374.52   | 5,027      | 25,039.34   |

\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.

STATE OF MONTANA  
AVERAGE ANNUAL PAY BY SEX  
STATEWIDE PAY PLAN 060  
PERMANENT EMPLOYEES ONLY  
January 11, 1999

STATEWIDE PAY PLAN 060

| Grade   | Total     |             | Male      |             | Female    |             |
|---------|-----------|-------------|-----------|-------------|-----------|-------------|
|         | Employees | Average Pay | Employees | Average Pay | Employees | Average Pay |
| 05      | 7         | 13,038.63   | 2         | 13,104.00   | 5         | 13,012.48   |
| 06      | 73        | 15,173.46   | 16        | 15,717.00   | 57        | 15,021.25   |
| 07      | 263       | 16,799.91   | 56        | 17,399.94   | 207       | 16,637.59   |
| 08      | 858       | 17,843.01   | 159       | 18,125.70   | 699       | 17,778.73   |
| 09      | 676       | 19,681.72   | 155       | 19,687.94   | 521       | 19,679.91   |
| 10      | 640       | 21,165.01   | 211       | 20,747.46   | 429       | 21,370.38   |
| 11      | 792       | 23,553.06   | 387       | 23,468.26   | 405       | 23,634.09   |
| 12      | 685       | 25,569.12   | 282       | 25,471.15   | 403       | 25,637.68   |
| 13      | 1,214     | 27,783.11   | 541       | 27,887.76   | 673       | 27,698.99   |
| 14      | 1,211     | 30,695.48   | 732       | 31,092.28   | 479       | 30,089.09   |
| 15      | 1,049     | 33,791.22   | 649       | 34,232.76   | 400       | 33,074.86   |
| 16      | 606       | 37,621.09   | 393       | 37,949.20   | 213       | 37,015.70   |
| 17      | 394       | 41,882.07   | 299       | 42,415.03   | 95        | 40,204.65   |
| 18      | 182       | 45,352.80   | 127       | 45,784.57   | 55        | 44,355.81   |
| 19      | 124       | 50,427.59   | 87        | 51,280.13   | 37        | 48,422.96   |
| 20      | 47        | 55,041.23   | 32        | 55,803.15   | 15        | 53,415.79   |
| 21      | 34        | 61,507.44   | 28        | 61,365.20   | 6         | 62,171.20   |
| 22      | 18        | 65,782.31   | 11        | 66,868.22   | 7         | 64,075.89   |
| 23      | 3         | 72,099.73   | 3         | 72,099.73   | 0         | 0.00        |
| TOTALS: | 8,876     | 28,186.07   | 4,170     | 31,227.89   | 4,706     | 25,490.72   |

INFORMATION TECHNOLOGY PAY PLAN 068

| Grade   | Total     |             | Male      |             | Female    |             |
|---------|-----------|-------------|-----------|-------------|-----------|-------------|
|         | Employees | Average Pay | Employees | Average Pay | Employees | Average Pay |
| 13      | 25        | 28,657.41   | 16        | 27,209.00   | 9         | 31,234.67   |
| 14      | 63        | 30,598.78   | 33        | 30,860.90   | 30        | 30,310.45   |
| 15      | 113       | 34,883.99   | 69        | 34,170.18   | 44        | 36,003.38   |
| 16      | 89        | 39,834.57   | 63        | 39,955.81   | 26        | 39,540.80   |
| 17      | 42        | 45,506.44   | 33        | 45,310.59   | 9         | 46,224.53   |
| 18      | 15        | 47,676.37   | 10        | 48,127.04   | 5         | 46,775.04   |
| 19      | 9         | 54,470.58   | 7         | 54,644.57   | 2         | 53,872.00   |
| 20      | 8         | 59,971.60   | 7         | 59,208.69   | 1         | 65,312.00   |
| 22      | 1         | 67,953.60   | 1         | 67,953.60   | 0         | 0.00        |
| 23      | 1         | 78,769.60   | 1         | 78,769.60   | 0         | 0.00        |
| TOTALS: | 366       | 37,908.40   | 240       | 38,537.20   | 126       | 36,711.01   |

STATE OF MONTANA  
AVERAGE ANNUAL PAY BY SEX  
FOR PAY PLANS  
PERMANENT EMPLOYEES ONLY  
January 11, 1999

CLASSIFICATION EXEMPT PAY PLAN 000

| Grade   | Total     |             | Male      |             | Female    |             |
|---------|-----------|-------------|-----------|-------------|-----------|-------------|
|         | Employees | Average Pay | Employees | Average Pay | Employees | Average Pay |
| 00      | 590       | 37,287.45   | 233       | 46,653.95   | 357       | 31,174.31   |
| TOTALS: | 590       | 37,287.45   | 233       | 46,653.95   | 357       | 31,174.31   |

BLUE COLLAR PAY PLAN 062

| Grade   | Total     |             | Male      |             | Female    |             |
|---------|-----------|-------------|-----------|-------------|-----------|-------------|
|         | Employees | Average Pay | Employees | Average Pay | Employees | Average Pay |
| 05      | 3         | 25,708.80   | 3         | 25,708.80   | 0         | 0.00        |
| 06      | 22        | 25,393.96   | 17        | 25,471.44   | 5         | 25,126.40   |
| 07      | 179       | 26,637.83   | 166       | 26,668.98   | 13        | 26,238.40   |
| 08      | 81        | 27,845.81   | 78        | 27,894.40   | 3         | 26,589.33   |
| 09      | 143       | 28,766.69   | 142       | 28,778.56   | 1         | 27,081.60   |
| 10      | 111       | 29,599.52   | 111       | 29,599.52   | 0         | 0.00        |
| 11      | 113       | 30,942.30   | 112       | 30,937.03   | 1         | 31,553.60   |
| 12      | 27        | 32,052.80   | 27        | 32,052.80   | 0         | 0.00        |
| TOTALS: | 679       | 28,601.72   | 656       | 28,682.06   | 23        | 26,310.19   |

STATE OF MONTANA  
AVERAGE ANNUAL PAY BY SEX  
FOR PAY PLANS  
PERMANENT EMPLOYEES ONLY  
January 11, 1999

TEACHERS PAY PLAN 063

| Grade   | Total     |             | Male      |             | Female    |             |
|---------|-----------|-------------|-----------|-------------|-----------|-------------|
|         | Employees | Average Pay | Employees | Average Pay | Employees | Average Pay |
| 01      | 13        | 30,745.60   | 10        | 31,170.88   | 3         | 29,328.00   |
| 02      | 3         | 31,123.73   | 2         | 32,770.40   | 1         | 27,809.60   |
| 03      | 5         | 33,167.68   | 5         | 33,167.68   | 0         | 0.00        |
| 04      | 11        | 36,721.45   | 6         | 37,637.60   | 5         | 35,626.24   |
| 05      | 1         | 39,083.20   | 1         | 39,083.20   | 0         | 0.00        |
| 06      | 3         | 38,209.60   | 1         | 42,016.00   | 2         | 36,306.40   |
| TOTALS: | 36        | 33,793.07   | 25        | 34,000.51   | 11        | 33,321.60   |

PHYSICIANS PAY PLAN 067

| Grade   | Total     |             | Male      |             | Female    |             |
|---------|-----------|-------------|-----------|-------------|-----------|-------------|
|         | Employees | Average Pay | Employees | Average Pay | Employees | Average Pay |
| 31      | 2         | 101,171.20  | 2         | 101,171.20  | 0         | 0.00        |
| 32      | 5         | 122,574.40  | 3         | 123,877.87  | 2         | 120,629.60  |
| 33      | 1         | 120,536.00  | 1         | 120,536.00  | 0         | 0.00        |
| 34      | 1         | 94,993.60   | 1         | 94,993.60   | 0         | 0.00        |
| TOTALS: | 9         | 114,527.11  | 7         | 112,786.51  | 2         | 120,629.60  |

STATE OF MONTANA  
APPLICATION RATES  
BY EEO CATEGORY AND  
SEX, RACE, AND DISABILITY STATUS  
January 11, 1999

| EEO Category                          | Labor Force | Applicants By Sex, Race, and Disability Status |        |       |            |              |          |
|---------------------------------------|-------------|------------------------------------------------|--------|-------|------------|--------------|----------|
|                                       | Female*     | Male                                           | Female | White | Minorities | Non-Disabled | Disabled |
| <b>ADMINISTRATORS &amp; OFFICIALS</b> |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 393                                            | 217    | 559   | 20         | 587          | 23       |
| Application Rate                      | 43.0%       | 64.4%                                          | 35.5%  | 91.6% | 3.2%       | 96.2%        | 3.7%     |
| <b>PROFESSIONALS</b>                  |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 2,588                                          | 3,184  | 4,975 | 345        | 5,380        | 393      |
| Application Rate                      | 54.5%       | 44.8%                                          | 55.1%  | 86.1% | 5.9%       | 93.1%        | 6.8%     |
| <b>TECHNICIANS</b>                    |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 497                                            | 1,321  | 1,525 | 101        | 1,734        | 84       |
| Application Rate                      | 51.4%       | 27.3%                                          | 72.6%  | 83.8% | 5.5%       | 95.3%        | 4.6%     |
| <b>PROTECTIVE SERVICES</b>            |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 192                                            | 28     | 191   | 23         | 216          | 4        |
| Application Rate                      | 14.4%       | 87.2%                                          | 12.7%  | 86.8% | 10.4%      | 98.1%        | 1.8%     |
| <b>PARA PROFESSIONAL</b>              |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 186                                            | 317    | 451   | 41         | 493          | 11       |
| Application Rate                      | 0.0%**      | 36.9%                                          | 62.9%  | 89.4% | 8.1%       | 97.8%        | 2.1%     |
| <b>CLERICAL</b>                       |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 303                                            | 1,662  | 1,700 | 118        | 1,899        | 66       |
| Application Rate                      | 82.3%       | 15.4%                                          | 84.5%  | 86.5% | 6.0%       | 96.6%        | 3.3%     |
| <b>SKILLED CRAFT</b>                  |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 5                                              | 2      | 7     | 0          | 7            | 0        |
| Application Rate                      | 6.8%        | 71.4%                                          | 28.5%  | **.*% | 0.0%       | **.*%        | 0.0%     |
| <b>SERVICE &amp; MAINTENANCE</b>      |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 141                                            | 50     | 177   | 12         | 185          | 6        |
| Application Rate                      | 45.1%***    | 73.8%                                          | 26.1%  | 92.6% | 6.2%       | 96.8%        | 3.1%     |
| <b>ALL CATEGORIES</b>                 |             |                                                |        |       |            |              |          |
| Number of Applicants                  |             | 4,305                                          | 6,781  | 9,585 | 660        | 10,501       | 587      |
| Application Rate                      | 99.9%       | 38.8%                                          | 61.1%  | 86.4% | 5.9%       | 94.7%        | 5.2%     |

\* Montana labor force figures are based on 1990 census of population and housing, equal employment opportunity file, and represent the percentage of women in each EEO category.

\*\* Montana labor forces figures for the para professional category are not available separately. Occupations in this category are in professionals and technicians categories.

\*\*\*Montana labor force figures for service and maintenance category comes from service, except protective and household, operators, fabricators, and laborers occupations.

STATE OF MONTANA  
SELECTION RATES  
BY EEO CATEGORY AND  
SEX, RACE, AND DISABILITY STATUS  
January 11, 1999

| EEO Category                          | Applicants By Sex, Race and Disability Status |        |       |            |              |          |
|---------------------------------------|-----------------------------------------------|--------|-------|------------|--------------|----------|
|                                       | Male                                          | Female | White | Minorities | Non-Disabled | Disabled |
| <b>ADMINISTRATORS &amp; OFFICIALS</b> |                                               |        |       |            |              |          |
| Number of Applicants                  | 393                                           | 217    | 559   | 20         | 587          | 23       |
| Number Hired                          | 28                                            | 20     | 45    | 1          | 48           | 0        |
| Selection Rate                        | 7.1%                                          | 9.2%   | 8.0%  | 5.0%       | 8.1%         | 0.0%     |
| <b>PROFESSIONALS</b>                  |                                               |        |       |            |              |          |
| Number of Applicants                  | 2,588                                         | 3,184  | 4,975 | 345        | 5,380        | 393      |
| Number Hired                          | 176                                           | 278    | 416   | 11         | 437          | 17       |
| Selection Rate                        | 6.8%                                          | 8.7%   | 8.3%  | 3.1%       | 8.1%         | 4.3%     |
| <b>TECHNICIANS</b>                    |                                               |        |       |            |              |          |
| Number of Applicants                  | 497                                           | 1,321  | 1,525 | 101        | 1,734        | 84       |
| Number Hired                          | 41                                            | 185    | 195   | 10         | 221          | 5        |
| Selection Rate                        | 8.2%                                          | 14.0%  | 12.7% | 9.9%       | 12.7%        | 5.9%     |
| <b>PROTECTIVE SERVICES</b>            |                                               |        |       |            |              |          |
| Number of Applicants                  | 192                                           | 28     | 191   | 23         | 216          | 4        |
| Number Hired                          | 1                                             | 2      | 3     | 0          | 3            | 0        |
| Selection Rate                        | 0.5%                                          | 7.1%   | 1.5%  | 0.0%       | 1.3%         | 0.0%     |
| <b>PARA PROFESSIONAL</b>              |                                               |        |       |            |              |          |
| Number of Applicants                  | 186                                           | 317    | 451   | 41         | 493          | 11       |
| Number Hired                          | 35                                            | 55     | 83    | 6          | 87           | 3        |
| Selection Rate                        | 18.8%                                         | 17.3%  | 18.4% | 14.6%      | 17.6%        | 27.2%    |
| <b>CLERICAL</b>                       |                                               |        |       |            |              |          |
| Number of Applicants                  | 303                                           | 1,662  | 1,700 | 118        | 1,899        | 66       |
| Number Hired                          | 20                                            | 151    | 145   | 6          | 168          | 3        |
| Selection Rate                        | 6.6%                                          | 9.0%   | 8.5%  | 5.0%       | 8.8%         | 4.5%     |
| <b>SKILLED CRAFT</b>                  |                                               |        |       |            |              |          |
| Number of Applicants                  | 5                                             | 2      | 7     | 0          | 7            | 0        |
| Number Hired                          | 3                                             | 0      | 3     | 0          | 3            | 0        |
| Selection Rate                        | 60.0%                                         | 0.0%   | 42.8% | **.*%      | 42.8%        | **.*%    |
| <b>SERVICE &amp; MAINTENANCE</b>      |                                               |        |       |            |              |          |
| Number of Applicants                  | 141                                           | 50     | 177   | 12         | 185          | 6        |
| Number Hired                          | 14                                            | 14     | 26    | 2          | 27           | 1        |
| Selection Rate                        | 9.9%                                          | 28.0%  | 14.6% | 16.6%      | 14.5%        | 16.6%    |
| <b>ALL CATEGORIES</b>                 |                                               |        |       |            |              |          |
| Number of Applicants                  | 4,305                                         | 6,781  | 9,585 | 660        | 10,501       | 587      |
| Number Hired                          | 318                                           | 705    | 916   | 36         | 994          | 29       |
| Selection Rate                        | 7.3%                                          | 10.4%  | 9.5%  | 5.4%       | 9.4%         | 4.9%     |

STATE OF MONTANA  
NEW HIRES/PROMOTIONS/TERMINATIONS\*  
BY EEO CATEGORY AND  
HISTORICALLY UNDERREPRESENTED GROUPS\*\*

January 11, 1999

| EEO Category               | NEW HIRES AND PROMOTIONS |       |     |     |                   |       |     |     |                    |     |     |     |
|----------------------------|--------------------------|-------|-----|-----|-------------------|-------|-----|-----|--------------------|-----|-----|-----|
|                            | CURRENT WORKFORCE***     |       |     |     | NEW TO DEPARTMENT |       |     |     | PROMOTED NEW GRADE |     |     |     |
|                            | Total                    | Fem   | Min | Dis | Total             | Fem   | Min | Dis | Total              | Fem | Min | Dis |
| ADMINISTRATORS & OFFICIALS | 958                      | 286   | 18  | 32  | 65                | 28    | 5   | 0   | 65                 | 16  | 1   | 2   |
| PROFESSIONALS              | 4,364                    | 2,147 | 129 | 140 | 689               | 339   | 26  | 35  | 304                | 168 | 10  | 8   |
| TECHNICIANS                | 2,406                    | 1,574 | 77  | 79  | 1,085             | 358   | 28  | 17  | 271                | 153 | 10  | 3   |
| PROTECTIVE SERVICES        | 797                      | 109   | 35  | 22  | 146               | 39    | 9   | 6   | 60                 | 10  | 5   | 3   |
| PARA PROFESSIONAL          | 710                      | 493   | 34  | 11  | 244               | 172   | 14  | 4   | 16                 | 14  | 0   | 1   |
| CLERICAL                   | 991                      | 845   | 44  | 28  | 464               | 353   | 30  | 11  | 47                 | 40  | 1   | 0   |
| SKILLED CRAFT              | 833                      | 38    | 50  | 20  | 171               | 21    | 9   | 4   | 48                 | 2   | 2   | 0   |
| SERVICE & MAINTENANCE      | 452                      | 157   | 16  | 12  | 217               | 73    | 6   | 3   | 32                 | 10  | 1   | 0   |
| TOTAL                      | 11,511                   | 5649  | 403 | 344 | 3,081             | 1,383 | 127 | 80  | 843                | 413 | 30  | 17  |

EEO-019

| EEO Category               | TERMINATIONS     |      |     |     |                       |     |     |     |
|----------------------------|------------------|------|-----|-----|-----------------------|-----|-----|-----|
|                            | ALL TERMINATIONS |      |     |     | LEFT STATE GOVERNMENT |     |     |     |
|                            | Total            | Fem  | Min | Dis | Total                 | Fem | Min | Dis |
| ADMINISTRATORS & OFFICIALS | 84               | 30   | 2   | 1   | 76                    | 27  | 2   | 1   |
| PROFESSIONALS              | 756              | 423  | 32  | 28  | 643                   | 357 | 28  | 24  |
| TECHNICIANS                | 351              | 226  | 15  | 16  | 285                   | 180 | 12  | 13  |
| PROTECTIVE SERVICES        | 262              | 42   | 7   | 4   | 217                   | 37  | 7   | 2   |
| PARA PROFESSIONAL          | 173              | 136  | 10  | 6   | 144                   | 112 | 8   | 4   |
| CLERICAL                   | 313              | 221  | 14  | 3   | 265                   | 182 | 11  | 2   |
| SKILLED CRAFT              | 44               | 4    | 3   | 1   | 39                    | 4   | 2   | 1   |
| SERVICE & MAINTENANCE      | 281              | 113  | 28  | 2   | 259                   | 100 | 27  | 2   |
| TOTAL                      | 2,264            | 1195 | 111 | 61  | 1,928                 | 999 | 97  | 49  |

\* Based on calendar year.

\*\* Historically underrepresented groups are females, minorities and people with disabilities.

\*\*\* Includes data from all state employees except university system employees, vo-tech employees, state elected officials, and legislators.







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